GENERAL AND REVENUE SECRETARIAT

Serial Nos. 1 to 12

Part B for Jly 20.

SUBJECT.

Supply of printed forms to the Municipalities

Sl 1663) do, The Supt, Govt Stationery
" Compt & Cash
" Dy Cs of Distts for communication
to the Presidents of the Councils
" Presidents of DB, Cig & Mysore Municipal Councils

RDG 2485-96 dy 31.7.20.

Lays down instructions re the Supply of forms to Municipal Councils in the State from the Govt Stationery depot and orders the withdrawal of the supply of stationery

WD 2233—GPB—20,000—11.9.20

GENERAL AND REVENUE SECRETARIAT.

(~~Mun~~ PE.

NOTES.

10-1(

File No. 13q~~2~~

FILE HEADING.

Supply of printed forms, &c. to the Municipalities

From

The Deputy Com^r Chittagong

No. Ref. 243. ml. / 19-20 Dated 9·4·20 Received 14·4·20

Diary No. 7388	Enclos. 2 Spare Copies.	Serial No. ~~5~~ 192

BRIEF ABSTRACT OF LETTER.

Requests sanction for reasons given, to the supply of forms to the Supdt. of Stationery direct; to the Presdt. of all the Municipalities in his district -

NOTES AND ORDERS.

1. From one of the Enclosures received with the present Communication viz. the letter from D.C. to the Supdt., Govt. Stationery, it is seen that the Supdt. has no objection to supply forms to the Jr. ml. cls. and that forms for minor ml. cls are required to be supplied from the Dy. Comr's Office on indent to the Stationery;

The Superintendent requires orders on the Chief Secrett to supply forms to the mining Dist Clk direct from the Stationery depôt -

2. But the Deputy Com^r now insists upon the forms being supplied by the Sapdt of Stationery to the min^g Dist Clks also, under Rule 377 of the M^d Account Manual

3. The Chief Secrett may perhaps be Consulted in the matter -

16/4/20

4) Since correction of Cor O is to be recorded in the Chief Secrett, this may, if approved, be transferred to that Secretariat

[illegible]
16/4

Y. [illegible]
20.4

) Subd with a draft for orders

Aug 1914

9) The procedure suggested in the draft does not appear to be a satisfactory one. There are a large number of mail bags and of supply forms in circulation & all these would involve much labour in the Press office. The supply needs & the acct manual have to be made pre. But there is no reason why all the bags of mail bags in a St. Excepting perhaps the official mail bags, should not apply to the D.C. for forms. The D.C. will be able to submit Send a consolidated indent to the Press, which will make it easy for the Press office to arrange the requirements in a year & supply quickly. Besides, Numbered mail bags can only correspond with the D.C. concerned. This is another reason for changing the procedure suggested in the acct. manual. or for altering the rule.

Chief Secr)

MK
29.4.20

10) Please consult Supdt Stg & let us know which will be the most convenient course for the supply. Too many cooks sometimes spoil the broth. There is no advantage in a supply of forms intended for some distant Govt encumbering the records of a St or Calcutta office.

11) Forwarded to the Supdt: Stationery for favour of immediate
by order
M Krishna Jois
for Chief Secy.

10) 3/6/20 For purposes of scrutiny
and for exercising economy, a consoli-
dated Indent is very essential, & the
may be ordered to be sent by the various
Presidents of the Municipalities of Dhar
When the Municipal Account Manual
was passed, there were only Municipalities
at Headquarters of districts, but seve
Municipalities have been formed in
Talukas also, the rules require modi
-fication — In this connection I beg
bring to the notice of Govt that forms
required by several talukas are obt
by the Deputy Commissioners of Distr
& a consolidated Indent is now sent
sent to this office, for check & compli
But if the procedure suggested by th
Deputy Commissioners is adopted, it w
cause a good deal of unnecessary
labour in consolidating the Indent
which would mean increase of staff
in the Stationery depot, & also in the Despa
branch of the Govt Press, for packing,
counting &c, the forms & registers
an additional cost

G. R. S. III-2]

General and Revenue Secretariat. PS File No. 10 of 1919

Serial No.	
13)	Subd. Note preceder with reference to para 10 supra. A.M.R. 13/5 Chief Secy. 13/6/20
14)	Draft letter as personally instructed put up— A.M.R. 16/6
15)	Please put up fair copy of above draft—
16	Fair draft put up.
17	I discussed the question once again with the Supdt. Stationery & he puts that there would be no objection to undertake the supply of Stationery items direct to Mukhis provided the Stationery office is strengthened by addl. hands. He is in favour of Issue of Consolidated indents coming from Dy Comrs offices as in previous years as this will facilitate minimise correspondence in his office and enable him to send consolidated packages to a limited number of offices. Kind attn is invited to Rule 2, which read with art. 377 of the R.C.O. would seem to indicate that the Dy Comrs may send indents direct to the Supdt. Govt

ins to delay to investigate with Mr Vaidyanathan in person. CMG 19/6/20

consulted the Supdt. again upon addl. staff in the office if indents are to be centralised with

this was when the D.C was practically the head of all the militia in a district. The form (2) would require again a slight change in case the incidents are to be candidates in D.C's office as hitherto. This may I think be done.

A draft is sent for order as instructed by the Chief Scout

MS
17/6/20

Chief Scout) Letter complimentary
of to Rev Secr for favour
remarks if any.

WM
17

We I think the present practice of sending their D.C's names may continue as directed in the [illegible] Any change, if found necessary, be effected later —

4 The Stationery supplied by the Government Stationery Depot to the Municipal Councils and Local Boards in Mysore is not a free supply, but is paid for by those bodies (Vide Para 520 of the Manual of General Circulars and Standing Orders and Para 319 of the Municipal Account Manual). In British India local bodies are allowed the option of either ~~to~~ getting their supplies of stationery from the Government Depot on payment of cost or ~~to~~ purchase it locally. In Mysore, however, this option has not been allowed in practice though there is no legislative prohibition in this respect. Supply from the Government Depot enables local bodies to have advantages of certified quality and cheapness incidental to centralised wholesale purchase. It is not improbable that the grant of option to purchase such articles locally may lead to undesirable results. As regards the manner of obtaining the supplies, however it is certainly not necessary to insist on individual indents being consolidated in the Deputy Commissioner's office. Each individual Municipality or Local Board may be authorised to deal with the Stationery Depot direct and obtain its supply. In such an event however, the Stationery Depot will have an - - appreciable addition to its work thrown upon it

(for packing, accounting despatching &c.) Th aspect will also have to be considered if the consolidation of indents in the Deputy Commissioner's office is to be done away with.

25 In accordance with para 377 of the Municipal Account Manual, the forms in use in Municipalities and local boards are supplied free by Government. This is being done partly as a matter of concession and partly in order to secure uniformity in accounts. This supply therefore stands on a different footing from that of ~~[illegible]~~ ordinary stationery articles. In respect of them also direct indents may be permitted subject to the consideration already noted.

To The Supdt. Govt Stg

Compliments to Govt

D'Cs of Dts for Communication to the

President of ~~Cdg~~ Ml Councils ~~of Dts~~

Presidents of Bangalore Mysore Cdg

Ml Councils

No G2485-96 of 31.7.1920

Lays down instructions regarding the supply of forms to Municipal Councils in the State from the Govt. Stg Depot and orders the discontinuance of the supply of Stationery with the observation that the Municipal Councils may purchase their own Stg in the Open market.

R" S. III-2]

General and Revenue Secretariat.

DHS File No. Co of 19 19

Serial No.

1. Draft submitted.

Dmk 17.7.20. VB 22 Please write draft as instructed

MM 20/7

2. Revised draft as per instruction put up

Dmk 24.7.20

MM 26/7/20 ~~MM 24/7~~

DIARY NO. 18498

Office of the Deputy Commissioner,
Chitaldrug District.
Dated Chitaldrug, 9th April 1920.

CHIEF SECRETARY'S OFFICE
POLITICAL BRANCH
22 APR 1920

From

C. Venkata Rao Esquire B.A.,
Deputy Commissioner,
CHITALDRUG.

To

B. Ramaswamaiya Esquire B.A.,B.L.,
Secretary to the Government of
H. H. the Maharaja of Mysore,
Revenue Department, Bangalore.

Sir,

I have the honor to forward herewith copies of the marginally noted correspondence between this office and the Superintendent of Stationery, Bangalore re the supply of printed forms to the several municipalities in this District and to request that you will be so good as to obtain the sanction of Government to the supply of forms by the Superintendent of Stationery direct to the Presidents of all the municipalities in the District as laid down in rule 377 of the Municipal Account Manual.

1. Docket No.Ref:243 M1.of 19-20 dated 23-3-1920 from the Deputy Commissioner, Chitaldrug to the Superintendent of Stationery.
2. Docket No.1532 dated 31-3-1920 from the Superintendent of Stationery to the Deputy Commissioner, Chitaldrug District.

Hitherto the printed forms required for all the municipalities were supplied to this office as the Deputy Commissioner was the President of Municipalities in the District and as there has since been a change in the constitution of the municipalities with Presidents of their own, the forms will have to be supplied direct to the Presidents of the respective municipalities.

From The Deputy Commissioner
Chittagong Division

To The Secretary to Government
Revenue Department

Dated 9th

Despatched April 1920

Received

General No. Refe 243 mel 19-20

No.

Enclosure No. 2

Requesting that
sanction of Government
may kindly be obtained
for the supply of printed
forms by the Superin-
tendent of Stationery
to the Presidents of
all the municipalities
direct

Docket No.Ref:243 M1.of 19-20 dated 23rd March 1920 from the Deputy Commissioner, Chitaldrug, to the Superintendent of Stationery, Bangalore.

Adverting to his docket No.1532 dated 18th March 1920 stating that supplies of forms to town municipalities would be undertaken by him and that form to minor municipalities should be obtained ~~from~~ by this office in one indent and supplied to the respective minor municipalities, has the hon'r to invite reference to rule 377 of the Municipal Account Manual by which the supplying of forms to all the municipalities direct devolves on his office and to request therefore that the indents received from the minor municipalities may be complied with in accordance with the standing orders of Government on the subject.

"C O P Y.",

Deputy Commissioner,
Chitaldrug District.

S.V.

Docket No.1532 dated 31st March 1920 from the Superintendent of Stationery, to the Deputy Commissioner, Chitaldrug.

Referring to his No. 243 of the 23rd instant, has the honor to state that forms &c required for the several municipalities in the District have hitherto been supplied on indent received from him and as he now wants supply to be made to several minor municipalities, sanction of Government in the Chief Secretariat is required.

"C O P Y."

Deputy Commissioner,
Chitaldrug District.

S.V.

(323) Stationery charges.- Stationery articles required for Local Fund purposes may be purchased in the market, or ~~what~~ obtained from the Government Stationery Depot on indent. In the latter case the cost should be remitted into the Treasury on receipt from the Superintendent of Stationery of the statement of valuation of articles supplied.

Extract from the Bombay District Municipal Manual.

***

x x x x

Disbursements.

A. General Administration and collection charges.

x x x x x

2. Collection of taxes including Bonded Warehouse Establishment Purchase of account books and paper, money boxes repairs to out posts etc.,

x x x x x

Extract from the Bombay Local Boards Manual.

***

x x x x

Statement No. III.

Statement showing the expenditure of * in during the year ending 31st March 191

1. Serial number of *
2. Names of*

x x x x x

30. Stationery and printing-
52. Stationery purchased from Central S o es.
53. Other stationery.
54. Printing.
55. Lithography. 56. Total.

Read— Letter no M/L 19-20
dated the 9th April
1920, from the Deputy
Commissioner Chilè
drug, regarding the
supply of printed
forms by the Supdt
Govt Stationery
direct to the presi
dents of the seven
Municipalities in
the district as laid
down in rule 377 of
the M/L Acct. Manual
Order Thereon—No. Order no. 2485-9
the forms in

use in Municipalities are supplied free by Govt partly as a matter of Concession and partly as a means of securing uniformity in Accounts the Supdt: Govt. Stationery is requested to supply these printed forms direct to the several Municipal Councils in the State on receiving separate indents from their respective Presidents

But as regards the supply of Stationery, the practice hitherto has been for the Muni Councils in the State to get their supplies from the Govt Stationery Depot and pay for them. Govt do not see any justification for

Continuing the above
practice any longer.
and are accordingly
pleased to direct
that in future the
Municipalities may
purchase their own
stationery in the open
market, according to
a Standard to be fixed
by the Government,
orders regarding which
will separately issue.

for Chief Secy

JJMki
24. July 20

To.

The Supdt. Govt. Stationery
The Comp. to Govt.
The Deputy Commrs
of Districts for Communi
cation to Muni: Councils
The presidents of City-
Muni: Councils of Bangalore
& Mysore.

No. G. 2485-96—P. & S. 10-19-166, DATED 31ST JULY 1920.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Letter No. Ml. 19-20, dated the 9th April 1920, from the Deputy Commissioner, Chitaldrug, regarding the supply of printed forms by the Superintendent, Government Stationery, direct to the Presidents of the several Municipalities in his district as laid down in rule 377 of the Municipal Account Manual.

Order No. G. 2485-96—P. & S. 10-19-166, dated 31st July 1920.

Since the forms in use in Municipalities are supplied free by Government partly as a matter of concession, and partly as a means of securing uniformity in accounts, the Superintendent, Government Stationery, is requested to supply those printed forms direct to the several Municipal Councils in the State on receiving separate indents from their respective Presidents.

But as regards the supply of stationery, the practice hitherto has been for the Municipal Councils in the State to get their supplies from the Government Stationery Depot and to pay for them. Government do not see any justification for continuing the above practice any longer and are accordingly pleased to direct that in future the Municipalities may purchase their own stationery in the open market, according to a standard to be fixed by the Government. Orders regarding which will separately issue.

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

To—The Superintendent, Government Stationery.
The Comptroller to Government.
The Deputy Commissioners of Districts for communication to Municipal Councils.
The Presidents of City Municipal Councils of Bangalore and Mysore.

Exd.—G. W. B.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 2485-96—P. & S. 10-19-166, dated 31st July 1920.